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NOTICE

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PERSONNEL  
12 July 1954

THE CIA CAREER COUNCIL AND THE CAREER SERVICES

CAREER SERVICE CONFERENCE

3 August 1954, 3:30 p.m.

STATINTL

1. The Director has recently approved a number of important measures which significantly affect all employees of CIA and which implement the Agency's personnel program.

STATINTL

2. The CIA Career Council, successor to the CIA Career Service Board, will hold a conference in the [redacted] on Tuesday, 3 August, at 3:30 p.m. [redacted] senior administrators, and supervisors will have the opportunity to discuss the measures recently approved by the Director, present their problems, and have their questions answered. The Director and the Deputy Director will be present.

3. All persons having questions to which they would like answers, should forward them by Friday, 23 July, to the Office of Personnel, Attention of Special Assistant for Career Service, Room 225, Curie Hall. During the meeting, impromptu questions will, of course, be received from the floor.

4. The Assistant Director for Personnel has general responsibility for planning this meeting and for allocating attendance quotas among the various offices. At the same time, he will also distribute material applicable to the meeting in order that persons selected to attend the conference may familiarize themselves with the subject matter involved.

5. Personnel selected to attend the conference for their office will be those who are in the best position (a) to carry out the Agency's personnel policy in respect to their office, (b) to convey the results of the conference to other personnel in their office, and (c) to improve the executive, administrative, and personnel activities of the Agency. Within the limits set by the assigned quotas, all executives and supervisory officials down to and including Branch Chiefs and their deputies shall attend. These personnel shall hold themselves in readiness and shall make no conflicting engagements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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